



DEFENSE LOGISTICS AGENCY  
DEFENSE CONTRACT MANAGEMENT COMMAND  
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IN REPLY  
REFER TO

AQOD

SEP 26 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT  
DISTRICTS

SUBJECT: DCMC Memorandum No. 96-53, Authority to Issue Undefined  
Contract Actions (UCAs) (INFORMATION)

This is an INFORMATION memorandum. It expires when its content is included in DLAD 5000.4, Contract Management, or after one year. Target Audience: AU DCMC personnel involved in issuing UCAs.

Several offices recently have asked for guidance as to the approval necessary to issue UCAs. The Defense Federal Acquisition Regulation Supplement (DFARS) is clear: the contracting officer shall obtain approval from the head of the contracting activity before entering into a UCA. Certain UCAs are exempt from this requirement (see DFARS 217.7402). The exclusion of purchases at or below the simplified acquisition threshold is of the greatest consequence to DCMC.

DCMC Administrative Contracting Officers (ACOs) need to see documentation demonstrating that such approval has been granted before issuing a UCA. The approval may apply only to one particular action or may authorize the use of UCAs across a basic ordering agreement or contract line item or for a particular class of supplies or services. If unsure whether sufficient authority exists for a particular action, ACOs should discuss the matter with the contracting officer, local management, and the district staff as necessary. ACOs should not enter into these arrangements unless confident that it has been duly authorized. Direct any questions to Mr. David Ricci, Contractor Capability and Proposal Analysis (AQOD), (703) 767-3376, DSN 427-3376, e-mail: dave\_ricci@hq.dla.roil.

  
JILL E. PETTIBONE  
//Executive Director  
Contract Management Policy

